

國立臺灣科技大學學習討論室使用管理規則

108 年 08 月 19 日 教務處教學發展中心例會通過

108 年 11 月 13 日 教務處教學發展中心例會通過

108 年 11 月 27 日 教務處教學發展中心例會通過

109 年 05 月 14 日 教務處教學發展中心例會通過

111 年 02 月 08 日 教務處教學發展中心例會通過

111 年 10 月 17 日 教務處教學發展中心例會通過

112 年 05 月 09 日 教務處教學發展中心例會通過

一、國立臺灣科技大學為提供課後輔導、課業討論、學習諮詢等學習空間，特制定學習討論室使用管理規則(以下簡稱本規則)。

二、學習討論室位於國際大樓 12 樓 3 間、圖書館地下室 2 間，共計 5 間，其功能及服務項目如下：

(一) 提供教職員或學生進行課後輔導、課業討論或伴讀活動等學習相關之用，嚴禁任何其他非學習之活動。

(二) 提供課業輔導，可於指定時間至學習討論室，並依本校「伴讀實施辦法」規定辦理。

三、申請對象與開放時間：

(一) 申請對象：本校教職員與在校學生。

(二) 開放時間：

【學期中】

週一至週五 09:00-21:00

週六 13:00-21:00

週日 13:00-17:00

【寒暑假】

週一至週五 09:00-17:00

週六、週日 不開放

(註：國定假日不開放)

(三) 欲申請學習討論室者，請至線上預約系統預約。

(四) 預約日期以申請日起算一個月內為限。

(五) 每次借用最長以 2 小時為限，每人每週最多可預約 2 次。

四、使用規則：

(一) 借用人可於預約時段前 10 分鐘使用學生證或教職員證刷卡進入，若證件無法感應，亦可輸入申請時填寫的 E-mail 帳號進行驗證進入使用。

(二) 預約時段開始逾 15 分鐘尚未進入學習討論室使用者，視同放棄此次預約且視為未即時取消預約影響他人使用權益 1 次。

- (三) 欲取消借用者，至晚於預約時段使用前 10 分鐘自行於系統取消預約。
- (四) 不得借用、冒用、盜用他人證件或私下與他人交換轉讓借用時段。
- (五) 個人隨身或貴重物品請妥善保管，管理單位不負保管責任。
- (六) 使用學習討論室時應檢查並愛惜設備，若發現設備故障，請通知管理單位，俾利後續維修，並釐清責任歸屬；若發生設備遺失或損毀，借用人須負損壞賠償責任。
- (七) 學習討論室禁止飲食、喧嘩或其他不當行為，請愛惜室內設備並保持清潔。
- (八) 使用完畢離開時應將室內收拾整齊，私人物品及垃圾帶走，並隨手將電器設備與門窗關閉。
- (九) 借用學習討論室期間，不得使用危害國家資安之產品(如大陸廠牌軟體、硬體及服務)；若有發現設備遭駭入侵，請立即關閉該設備電源及通知管理人員，進行後續處理。
- (十) 如有使用相關問題，請至下列地點詢問：

時間	地點	連絡電話
週一至週五 09:00-17:30	教務處教學發展中心 (IB-205)	(02)2737-6204
週一至週五 17:30-21:00	學習討論室諮詢處 (IB-1221)	(02)2733-3141 分機 5217
週六及週日	學習討論室諮詢處 (IB-1221)	(02)2733-3141 分機 5217

五、 有以下情事者，管理單位將予以停權三個月之處分：

- (一) 進行非課後輔導或課業討論之活動。
- (二) 借用、冒用、盜用他人證件或私下交換轉讓借用時段。
- (三) 經查證未申請借用擅自使用學習討論室。
- (四) 經查有私人垃圾未清理之情事。
- (五) 未即時取消預約影響他人使用權益，次數合計達 3 次(含)以上。
- (六) 在學習討論室內飲食、喧嘩或其他不當行為，次數合計達 2 次(含)以上。
- (七) 使用完畢離開時，未隨手將電器設備與門窗關閉，次數合計達 2 次(含)以上。
- (八) 經認定有違規使用，且情節重大者。

六、 如有未盡事宜，依本校相關規定辦理。

Regulations for the Use and Management of NTUST Learning Discussion Rooms

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- 1、 To provide students with learning spaces for after-school tutoring, academic discussions, and learning consultations, the National Taiwan University of Science and Technology has specially established regulations for using and managing learning discussion rooms (hereinafter referred to as the regulations).
- 2、 There are 3 learning discussion rooms on the 12th floor of the International Building and 2 learning discussion rooms in the basement of the library. Their functions and services are as follows:
 - (1) These learning discussion rooms are available for faculty and students for after-school tutoring, academic discussions, learning partner program, and other learning-related purposes. Any other non-learning activities are strictly prohibited.
 - (2) The learning partner program is available in the learning discussion rooms during designated times and is subject to “Learning Partner Program” regulations.
- 3、 Applicants and opening hours:
 - (1) Eligible applicants: Taiwan Tech faculty and students.
 - (2) Opening hours:
 - 【Regular Semester】
 - Monday to Friday 09:00-21:00
 - Saturday 13:00-21:00
 - Sunday 13:00-17:00
 - 【Summer & Winter Break】
 - Monday to Friday 09:00-17:00
 - Saturday and Sunday closed
 - (Note: closed on national holidays)
 - (3) To apply for using a learning discussion room, please make a reservation through the online reservation system.
 - (4) The reserved date is limited to within one month from the date of application.
 - (5) The maximum time limit for each use is 2 hours, and each person can make a reservation for a maximum of 2 times per week.
- 4、 Rules of use:

- (1) 10 minutes before the reserved time, applicants may use their student ID or staff card to enter the room. If the card cannot be sensed, verification of access may be obtained by entering the email account provided during the application process.
- (2) Users who have not entered the learning discussion room 15 minutes after the reserved time has started are deemed to give up the reservation. This will be counted as an instance of failure to cancel a reservation promptly, which impacts the usage rights of others.
- (3) Users who wish to cancel their reservation must cancel it through the system themselves no later than 10 minutes prior to the reserved time.
- (4) Borrowing, impersonating, misappropriating other people's documents or privately exchanging and transferring the reserved time slots is prohibited.
- (5) Personal belongings or valuables should be properly kept by individuals themselves. The Management Unit of the University shall not be responsible for any loss or damage incurred.
- (6) When using the learning discussion room, individuals should carefully inspect and handle the equipment. If any equipment malfunctions are discovered, please inform the Management Unit of the University to facilitate subsequent maintenance and to clarify liability; if any equipment is lost or damaged, the borrower shall be liable for compensation.
- (7) Eating, making excessive noise, or engaging in any other improper behavior is strictly prohibited in the learning discussion room. Please handle the equipment with care and keep the room clean.
- (8) When leaving the room after use, please tidy up the room, take away personal belongings and garbage, and remember to turn off the electrical appliances and close the doors and windows.
- (9) Using products that may compromise national information security (e.g., Chinese-branded software, hardware, and services) is strictly prohibited. If any device is found to have been hacked, please immediately turn off the power and notify the administrative officer for further handling.
- (10) For any inquiries related to the use of the learning discussion room, please refer to the following locations:

Time	Locations	Contact Phone Number
Mon. -Fri. 09:00-17:30	CTLD (IB-205)	(02)2737-6204
Mon. -Fri. 17:30-21:00	Service Counter (IB-1221)	(02)2733-3141 #5217
Sat.-Sun.	Service Counter (IB-1221)	(02)2733-3141 #5217

5、 In the event of the following circumstances, a suspension of three months will be imposed by the Management Unit of the University:

- (1) Engaging in activities other than after-school tutoring or academic discussion.
- (2) Borrowing, impersonating, or misappropriation other people's identification

documents or privately exchanging and transferring the reserved time slots.

- (3) Unauthorized use of the learning discussion room.
- (4) Found littering in the learning discussion room.
- (5) Failing to cancel reservations promptly, which impacts the usage rights of others, for a total of 3 times or more.
- (6) Eating, making excessive noise, or engaging in other improper behaviors inside the learning discussion room for a total of 2 times or more.
- (7) Leaving without turning off electrical appliances, and closing doors and windows for a total of 2 times or more.
- (8) Other serious violations, as determined by the Management Unit of the University.

6 、 The relevant regulations of the school shall be implemented should there be any development.